

COPY

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MEMORANDUM FOR: Chiefs of Admin, All Area Divisions and  
Senior Staffs of DD/P

SUBJECT: Procedure for Submission of Claims for  
Reimbursement or Write Offs to be Considered  
by Appropriate Authority

1. It is requested that these cases submitted for consideration be prepared in staff study form in accordance with the attached sample format.

2. It is requested that the individual originating the staff study process the case through the following administrative channels:

a. Approval by the Chief of the Staff or Division in which the staff study originates.

b. Coordination with the Office of General Counsel, Room 1707 "J" Building.

c. Coordination with the Finance Division, Office of the Comptroller, to secure verification of financial data involved, Room 2000 "I" Building.

d. Coordination with other appropriate offices, such as Security, Cover, Personnel, Logistics, etc., to secure concurrence or comment regarding the facts and conditions presented in the staff study.

3. The study will then be submitted to SSA-DD/S for over-all review of the case as presented, and decision or recommendation for action.

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(SIC

Special Support Assistant  
to the  
Deputy Director (Support)

MEMORANDUM FOR: Special Support Assistant - Deputy Director (Support)

SUBJECT: (Sufficient only for file identification)

1. PROBLEM:

Concise statement of the problem.

2. FACTS BEARING ON THE PROBLEM:

- a. List essential facts in logical sequence.
- b. List only important facts bearing directly on problem, supported by documentary evidence or statements signed by the individual involved.
- c. List unfavorable as well as favorable facts.

3. DISCUSSION:

A careful analysis of the essential facts, presenting considerations pro and con, to arrive logically at the conclusions and recommendations.

4. CONCLUSIONS:

- a. Statement of the results derived from a reasoned judgment of the effects and implications of the essential facts.
- b. Alternate lines of action are eliminated in this paragraph.

5. ACTION RECOMMENDED:

- a. Provide a direct solution.
- b. Chart a complete, concise and clear-cut course of action permitting simple approval or disapproval.

(Signature)

(Title of the official submitting  
the Staff Study to the addressee.)

APPROVAL:

Chief of Staff or Area Division

CONCURRENCE OR COMMENTS:

Office of General Counsel

(Date)

**ANNEXES:**

(List annexes and/or supporting papers. Reference should be made to these in body of study.) Annexes will be appropriately tabbed and in the case of the more complex studies, an Index of tabbed annexes will precede this section of the study.

\_\_\_\_\_  
Chf. (Other Appropriate Office)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chf. (Other Appropriate Office)

\_\_\_\_\_  
(Date)

**NOTE:**

Although such summary Staff Studies must include all relevant facts, such submissions should be kept to the essential minimum -- one page, if possible.